



U.S. Department  
of Transportation

Federal Aviation  
Administration

800 Independence Ave., S.W.  
Washington, D.C. 20591

January 4, 2011

Subject: **REQUEST FOR PROPOSAL** – En Route Technical and Administrative Support Services (ETASS), Screening Information Request (SIR) Number DTFAWA-11-R-ETASS

To: Prospective Offerors:

This announcement supports the subject project and serves as a Request for Proposal (RFP) soliciting proposals in a two phase selection process (Phase 1 and Phase 2) from competent and suitable sources. This acquisition is being conducted in accordance with the Federal Aviation Administration (FAA) Acquisition Management System (AMS) and contract awards will be made on a best value basis to the Offeror(s) whose proposal conform to the requirements of the Screening Information Request (SIR), and represent the best overall value to the FAA.

Phase 1 is the Initial Down-Select. Phase 2 is the Best Value Determination. In response to this SIR, Offerors are expected to respond to Phase 1. It is anticipated that, as a result of evaluation of Phase 1 offers, the top-scoring offerors that are determined to have the least risk will be allowed to proceed to Phase 2 as a result of this SIR. The FAA anticipates announcing via the FAA Contract Opportunities Website those Offerors selected to continue in the competition approximately 45 working days after receipt of Phase 1 submissions. Only those Offerors remaining in the competition will be permitted to submit Phase 2 proposals. All offerors that are eliminated from the competition will be notified in writing.

The FAA is issuing this SIR under a full and open competition. The FAA contemplates award of a Cost-Plus Award Fee Contract Type resulting from this SIR. The FAA anticipated contract will be performance-based, level of effort, task order term. From the one SIR will be three contract awards; one (1) unrestricted, one (1) small business and one (1) 8(a) business. The FAA reserves the right to make contract awards in any combination of business types and reserves the right to award no contracts if it is in the best interest of the government.

Offerors are required to submit only one proposal, not three, to be considered for the above three (3) categories. In a cover letter the Offeror must state what contract category they are bidding. The Offeror's one proposal will be reviewed for the one, two or three contract awards as stated in the Offeror's cover letter. Further, alternate proposals **are not** acceptable and **will not** be accepted or evaluated by the Government. Based on the entire ETASS requirements, a total of 20% will be set aside for small businesses, which includes thirteen percent (13%) to a single small business award and seven percent (7%) to a single 8(a) award.

The North American Industry Classification System (NAICS) code applicable for the predominant overall effort is 541330 – Engineering Services. The size standard exception under this code for military and aerospace equipment, and military weapons of \$27.0 Million applies. For this code a small business is defined as a concern, which has annual average gross revenue of \$27.0 million dollars or less during the last three fiscal years.

**Place, Date, and Time for Submission of Proposals:** Phase 1 proposals submittal (hardcopy and CD-ROM) in response to this SIR must be received no later than **12:00 NOON, Eastern Standard Time, on February 22, 2011**. Electronic submissions of proposals and other required documentation as addressed in the SIR must be received by close of business on February 22, 2011. For proposals to be delivered by hand or other types of express delivery services (i.e. Commercial Carrier, e.g. Federal Express, United Parcel Service, Airborne Express, etc.) are to be hand delivered to the following address:


Federal Aviation Administration (FAA)  
Wilbur Wright Building, FOB10B  
En Route and Oceanic Contracts Division, AJA-462  
ATTN: Jaya Rangan, Contract Specialist  
600 Independence Avenue, S.W., Room 2E1250, Column X  
Washington, DC 20591

Telephone: (202) 385-6185

Except as stated in the SIR, the FAA **will not** accept any proposal submission made by facsimile, telex, telegraph, electronic mail or similar device.

Should you have any questions or require additional information, please contact the undersigned at (202) 385-8428.

Sincerely,



Mary Dobbs  
FAA Contracting Officer, AJA-462

Enclosures: SIR, Sections A through M